

TOWN OF WESTMINSTER, MA  
FORBUSH MEMORIAL LIBRARY

**HEAD OF CHILDREN'S SERVICES**

The Town of Westminster is accepting applications for a full-time, Children's Services Librarian for the public library.

Responsibilities include overseeing the daily operations of the library's children's department including programs, collection development, circulation, programming and publicity, and maintenance of the space designated for children. Accountable for the quality and quantity of work done by employees and volunteers of the department. Applicants must be able to operate standard office and library equipment including automated circulation/catalogue system and various computer programs. Moderate physical effort required in carrying and shelving books. Ability to work with the general public and the library staff in a courteous and tactful manner required.

Bachelor's degree including training in children's and young adult literature, and early childhood development and literacy training is preferred; minimum of three to five (3-5) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Job description and application are available at [www.westminster-ma.gov](http://www.westminster-ma.gov) – Human Resources or by calling 978-874-7404. Pay rate, based on experience: \$20.22 - \$22.88/hr. Applications accepted until position filled. Review of applications will begin May 20, 2016. Position available July 1, 2016. The Town of Westminster is an Equal Opportunity Employer.